

# Highlights of the OJT program for employers

## What is OJT:

### A training provided through an employer to a customer that:

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Provides reimbursement of up to 50% of the wage rate ... for the costs of the training and additional supervision related to the training;
3. Is limited in duration as appropriate to the occupation for which the person is being trained, taking into account the content of training, the prior work experience of the participant and the service strategy of the participant...

**OJT is intended to encourage the development of in-company training programs that lead to transferable skills for customers who would not otherwise be hired for a given position.**

## General Requirements:

- ❖ WIA eligible customers unable to find a job through core and intensive services
- ❖ New full-time employment or part-time employment of populations with extraordinary barriers
- ❖ Occupations that have growth potential; preferred industries
- ❖ Limited in duration (not to exceed 6 months ) and appropriate to occupation
- ❖ Newly relocated employers in operation for min. of 120 days MAY qualify; however, if relocation caused lay-offs, the employer is NOT eligible
- ❖ Wages must be \$10.00 or more per hour
- ❖ OJT should NOT make up more than 25% of employer's workforce
- ❖ Participating employers are expected to retain the participant in their workforce upon successful completion of OJT
- ❖ 50% of wage reimbursement (not to exceed \$10,000 per individual training outline)

## Ineligible Employers

- ❖ Pattern of not retaining candidates
- ❖ Violated or in violation of labor, discrimination, environmental or health and safety laws
- ❖ Failed meeting previous OJT Agreements
- ❖ The OJT Agreement is made to replace laid off employees
- ❖ Relocation to region within 120 days and the relocation resulted in jobs lost by employees
- ❖ The OJT Agreement can not assist, promote or deter unions

## Inappropriate OJT's

- ❖ The start date is before the OJT Agreement has been signed
- ❖ The participant is not a WIA registered customer by or before the start date
- ❖ OJT training outline is offered to all employees as a regular orientation
- ❖ Entry level jobs that offer minimal training and offer few opportunities for promotion
- ❖ Seasonal or temporary jobs
  - ❖ Jobs where wages rely on tips and commission
- ❖ Jobs that are not in demand with a low growth potential, unless approved by Partnership
- ❖ Jobs that pay low wages defined as below self-sufficiency
- ❖ Jobs that do not provide benefits and health insurance

## Guidelines for Employers

- ❖ Employer must have adequate number of staff to supervise and provide training
- ❖ Employer must provide an outline of job specific tasks to be learned by the OJT Trainee
- ❖ Employer must provide certification to verify legal operation under state and local regulations
- ❖ Employer must provide a work environment, salary and benefits equivalent to that provided to other employees of equal status and position

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